

2006 Career Development Event Team Certification for National Convention and Eastern States Exposition

CAREER DEVELOPMENT EVENT TIMELINE

In order to for the state office to meet Eastern States & National FFA deadlines, these deadlines are firm.

For Career Development Events Held from Fall 2005 through April 30, 2006:

- ~~✍~~ **Friday, May 5** - Intent to compete at Nationals and/or Big E declared (*please confirm whether or not you intend to compete via e-mail to Robin McLean at robin.mclean@ag.state.nj.us*)
- ~~✍~~ **Friday, May 12** – Certification form for National Convention and/or Big E e-mailed to ag.ed.registration@ag.state.nj.us (*Please note: These are two separate certifications*)
- ~~✍~~ **Friday, May 12** – Waivers for National Convention and/or Eastern States Exposition faxed to 609-633-2421 or mailed hard copy to the Office of Agricultural Education (*Please note: Separate waivers need to be signed for National Convention and for the Eastern States Exposition*)
- ?? **Wednesday, May 31** - Team registration payment:
 - ~~✍~~ \$25 per team/individuals National CDE registration
 - ~~✍~~ \$10 per team/individual for Eastern States registration

For Career Development Events Held during State Convention:

- ~~✍~~ **Wednesday, May 31** - Intent to compete at Nationals and/or Big E declared (*please confirm whether or not you intend to compete via e-mail to Robin McLean at robin.mclean@ag.state.nj.us*)
- ~~✍~~ **Friday, June 15** – Certification form for National Convention and/or Big E e-mailed to ag.ed.registration@ag.state.nj.us (*Please note: These are two separate certifications*)
- ~~✍~~ **Friday, June 15** – Waivers for National Convention and/or Eastern States Exposition faxed to 609-633-2421 or mailed hard copy to the Office of Agricultural Education (*Please note: Separate waivers need to be signed for National Convention and for the Eastern States Exposition*)
- ?? **Wednesday, May 31** - Team registration payment:
 - ~~✍~~ \$25 per team/individuals National CDE registration
 - ~~✍~~ \$10 per team/individual for Eastern States registration

For Summer Career Development Events:

- ~~✍~~ **Within one week of event** - Intent to compete at Nationals and/or Big E declared (*please confirm intent to compete via e-mail to Robin McLean at robin.mclean@ag.state.nj.us*)
- ~~✍~~ **Within one week of event** – Certification form for National Convention and/or Big E e-mailed to ag.ed.registration@ag.state.nj.us (*Please note: These are two separate certifications*)
- ~~✍~~ **Within one week of event** – Waivers for National Convention and/or Eastern States Exposition faxed to 609-633-2421 or mailed hard copy to the Office of Agricultural Education (*Please note: Separate waivers need to be signed for National Convention and for the Eastern States Exposition*)

Additional Submission Deadlines:

- ~~✍~~ **With signed waiver** – Request for Special Needs Accommodation (*if needed*)
- ~~✍~~ **July 15:**
 - Prepared Public Speaking Manuscript (*16 copies*)
- ~~✍~~ **September 1:**
 - Agricultural Issues Portfolio (*11 copies*)
 - Job Interview Cover Letter, Resume, and 3 Letters of Reference (*11 copies*)
- ~~✍~~ *Additional deadlines for the Big E, including parking passes will be announced once materials are received from Eastern States*

DIRECTIONS FOR ELECTRONIC CERTIFICATION OF CDE TEAMS

General Information

The 2006 electronic certification form is provided as a Microsoft Excel 2000 Worksheet. If you have technical problems this version, we suggest you contact your school's technical support.

Once completed, please return this certification form electronically to ag.ed.registration@ag.state.nj.us. The waivers must be signed by the student and parent, and therefore cannot be submitted electronically. Please note some waivers and certification forms also require an advisors signature. **Waivers must be faxed or mailed to the Office of Agricultural Education (609-633-2421).**

State Information

This information here was completed by the State Staff and provides some deadlines. You will not need to use this page unless you are registering a team for both National Convention and the Big E. (*See "Completing the Certification Forms for Eastern States Exposition"*)

CDE Team Cert. Form 1

The next worksheet is the certification form to be used for the following 15 events. Choose the event you qualified for by the drop down menu at the top of the worksheet. (*Note: New Jersey does not offer all 15 of these events*)

?? Agricultural Mechanics	?? Food Science and Tech.
?? Agricultural Sales	?? Forestry
?? Agronomy	?? Horse Evaluation
?? Dairy Cattle Evaluation	?? Livestock Evaluation
?? Dairy Foods	?? Meats Evaluation and Tech.
?? Environmental/Natural Res.	?? Nursery/Landscape
?? Farm Business Management	?? Poultry Evaluation
?? Floriculture	

The worksheets containing the waivers for the students in these events follow the certification form. The names of each student will be automatically filled in when you enter their names on the certification form.

Other Certification Forms

The worksheets containing the certification forms for the remaining 9 events follow in alphabetical order. (*Note: New Jersey does not offer all 9 of these events*)

?? Agricultural Communications	?? Job Interview
?? Agricultural Issues	?? Marketing Plan
?? Creed Speaking	?? Parliamentary Procedure
?? Dairy Cattle Handler's	?? Prepared Public Speaking
?? Extemporaneous Public Speaking	

Any of these forms that require a signature must be submitted by fax or mail with all necessary signatures.

Completing the Certification Forms for National Convention:

Please note: If you had more than one team/ individual qualify for events, each team will need to have a separate certification form completed. You will need to do a file “Save as” and rename the file.

Please save your files with the name “NJ_Event_ChapterName”

1. Begin completing the form at the tab “CDE Cert. Form 1”
2. Where “Step 1” is identified, use the drop down menu to choose the CDE you qualified for.
3. Complete Advisor, Team Member, and Local Newspaper information on this page. If information is missing, the form will have a statement in red stating “Missing Information – Complete ALL Blanks” Please be sure to complete all information. *(Please note: If you have a member who was new to your roster in the 2005-2006 school year, you will not have their membership number. Please e-mail Paulette Clark at paulette.clark@ag.state.nj.us with the name of the student. She will e-mail the membership number back to you so you can complete the form and have the appropriate data on the waivers.)* When done, e-mail to ag.ed.registration@ag.state.nj.us
4. Print out the tabs for “Team Waiver #1,” “Team Waiver #2,” “Team Waiver #3,” and “Team Waiver #4” (if you have a 4 member team).
 - a. Distribute forms to students and have them complete with printed and signed names, parent/ guardian printed and signed names, insurance company and policy number, and a witness signature.
 - b. Fax waivers to the Office of Agricultural Education (609-633-2421) or mail hard copy.

Completing the Certification Forms for National Convention for Agricultural Issues, Creed, Dairy Handlers, Extemp, Job Interview, Parli, and Prepared:

Please note: If you had more than one team/ individual qualify for events, each team will need to have a separate certification form completed. You will need to do a file “Save as” and rename the file.



Please save your files with the name “NJ_Event_ChapterName”

Please follow the directions on these certification forms to complete. Refer to the table below for the number of pages to be completed and where signatures are needed.

EVENT	PAGES/ TABS	SIGNATURE(S) NEEDED?
Agricultural Issues	/ Ag Issues Page 1 / Ag Issues Page 2 / Ag Issues Waivers	/ No / Yes, all team members and advisor / Yes
Creed	/ Creed Cert / Creed Waiver	/ Yes, administrator / Yes
Dairy Cattle Handlers	/ Dairy Cattle Handlers / Dairy Handlers Waiver	/ No / Yes
Extemporaneous	/ Extemp Cert / Extemp Waiver	/ No / Yes
Job Interview	/ Job Interview / Job Interview Waiver	/ Yes / Yes
Parli Pro	/ Parli Page 1 / Parli Page 2 / Parli Waivers	/ No / No / Yes
Prepared	/ Prepared Cert / Prepared Waiver	/ Yes / Yes

Completing the Certification Forms for Eastern States Exposition:

If you intend to have your team compete in Eastern States Exposition, once you have completed your CDE certification form for the National Convention, follow the steps below.

1. Open the file you saved when certifying the team for National Convention.
2. Select File Save As and identify the file as "NJ_BigE_Event_ChapterName"
3. On the tab "State Information," where there is a drop down menu for event, click and drag down to select "Eastern States Exposition" This will change the top of your certification forms and waivers to read "2006 Eastern States Exposition" instead of "2006 National FFA." You will not need to reenter information. Please e-mail to ag.ed.registration@ag.state.nj.us
4. Print out the tabs for "Team Waiver #1," "Team Waiver #2," "Team Waiver #3," and "Team Waiver #4" (*if you have a 4 member team*).
 -  Distribute forms to students and have them complete with printed and signed names, parent/guardian printed and signed names, insurance company and policy number, and a witness signature.
 -  Fax waivers to the Office of Agricultural Education (609-633-2421) or mail hard copy.
5. If you are certifying for Agricultural Issues, Creed, Dairy Handlers, Extemp, Job Interview, Parli, or Prepared, you would use steps 1-3 as indicated above and print out the appropriate pages as indicated in the table on the previous page.